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Class Specifications for the Class:CONTRACTS ASSISTANT IDuties Summary:

Drafts non-engineering contracts and specifications and provides a variety of other services in the preparation and processing of contracts; assists in drafting engineering contracts and specifications; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is located in a central programs and contracts office of a large State department involving several major construction and maintenance programs. In addition to contracts and specifications work, the class includes work in regard to publication of legal notices, issuance of plans and specifications, receipt of bids and the referral of inquiries from the general public to the proper parties. It also includes assistance in work of the next higher level.

The work of this class is performed independently in accordance with State and federal requirements and established policies and procedures. It requires appropriate coordination and liaison with legal, fiscal and program staffs.

Examples of Duties:

Reviews and re-drafts consultant contracts for conformity with State and federal requirements as to provisions, language and format; reviews and re-drafts specifications for furnishings, demolition and printing of plans; assists in re-drafting engineering contracts and specifications; carries out liaison with legal staff and program officials on contracts as to form, content, issuance of addenda, etc.; initiates and coordinates the printing and assembling of plans and specifications so they will be available at the time contracts are advertised for bids; provides information on the nature, terms and conditions of contracts, bidders' requirements, bid opening date and bid results to interested persons; issues plans, specifications and addenda; receives bids, and receives plans and specifications for refunds; keeps control records of deposits and refunds made for plans and specifications and current status information on contracts; prepares requests for Comptroller's certificates required for encumbrance of contract funds; conducts the publication of legal notices including determining publication date, selecting newspaper agency and notifying affected persons; attends bid openings and records bid results; transmits contract documents for legal review and approval; maintains appropriate files and records, and performs pertinent typing; and compiles operational data and makes necessary reports.

Knowledge and Abilities Required:

Knowledge of: Contract forms, procedures and regulations; pertinent specifications writing; office practices and procedures; grammar, spelling and word usage.

Ability to: Plan and carry out contract, specifications and legal notice work, in accordance with established requirements; draft non-engineering contracts and specifications; maintain appropriate liaison and deal effectively with others; understand contract language; operate a typewriter and other standard office equipment.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class CONTRACTS ASSISTANT I by the Department of Education Civil Service system.

DATE APPROVED: MAR - 9 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources

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Class Specifications for the Class:CONTRACTS ASSISTANT IIDuties Summary:

Drafts engineering contracts and specifications and provides a variety of other services in the preparation and processing of contracts; and performs other duties as required.

Distinguishing Characteristics:

A position in this class serves as senior assistant in contract documents preparation and processing for a large operating department involving several major construction and maintenance programs. The work includes activities relating to engineering contracts and specifications, as well as non-engineering contracts and specifications, and may involve providing guidance and direction to lower-level assistants.

Examples of Duties:

Reviews and re-drafts contracts and specifications for the construction of highways, airports and harbors facilities; solicits bids under \$4,000 for such work as the removal and demolition of buildings and printing of plans for the department's construction program; carries out liaison with legal staff and program officials on processing contracts and specifications; initiates and coordinates the printing and assembling of contracts, plans and specifications; provides information on contracts, specifications and procedures as required; maintains operational and statistical data and prepares appropriate reports; conducts the publication of legal notices including determining publication date, selecting newspaper agency, and notifying affected persons; participates in bid openings; prepares and processes requests for Comptroller's certificates required for encumbrance of contract funds; prepares correspondence to contractors relating to processing of contracts awarded; and may supervise clerical or lower-level contracts assistant personnel.

Knowledge and Abilities Required:

Knowledge of: Contract forms, bidding procedures and regulations; engineering specifications; office practices and procedures; grammar, spelling and word usage.

Ability to: Plan and carry out contract specifications and legal notice work in accordance with established requirements; draft engineering and non-engineering contracts and specifications; maintain appropriate liaison and deal effectively with others; understand contract language; operate standard office equipment.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class CONTRACTS ASSISTANT II by the Department of Education Civil Service system.

DATE APPROVED: MAR - 9 2006

EFFECTIVE DATE: JUL - 1 2005

  
Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources